



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

FEBRUARY 2016

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Performance Measures

Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714					
April	2931	3005	2808					
May	3145	3197	2961					
June	3051	3161	3059					
July	3176	3515	3076					
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36,252	36,252	33,755	5258				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	87.6 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
Feb 16	1	0	1	1	10	12	3	51	0	79
Jan 15	0	1	4	1	13	7	1	40	2	69
Diff +/-	+1	-1	-3	0	-3	+5	+2	+11	-2	+10
Diff % +/-	100.00%	-100.00%	-75.00%	0.00%	-30.00%	+41.66%	+66.66%	+21.57%	-100.00	+12.66%
				Monthly	Total				Monthly	Total
	Violent Crime Diff +/-			-6	-46.15%	Property Crime Diff+/-			+16	+24.24%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 2.91 miles

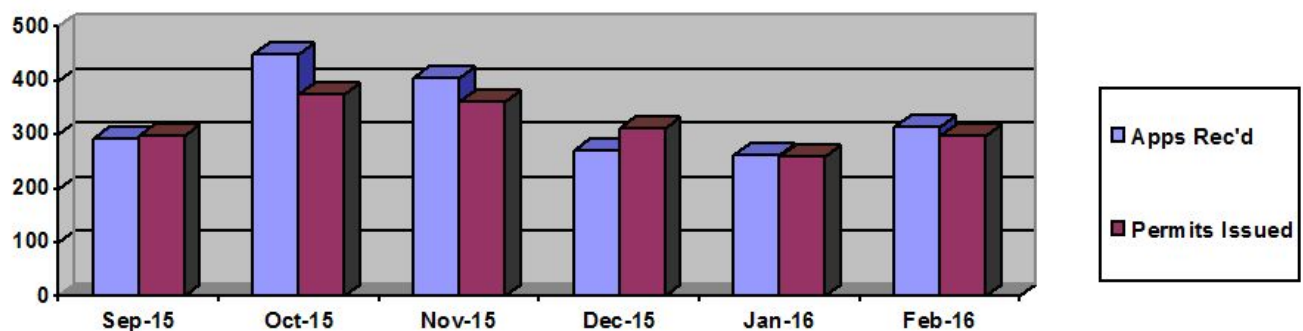
Diversion Rate of Solid Waste from Disposal at a Landfill

- February diversion rate – 34.6%
- 12-month (March 2015 – February 2016) diversion rate – 42.1%

Water Quality Testing Results

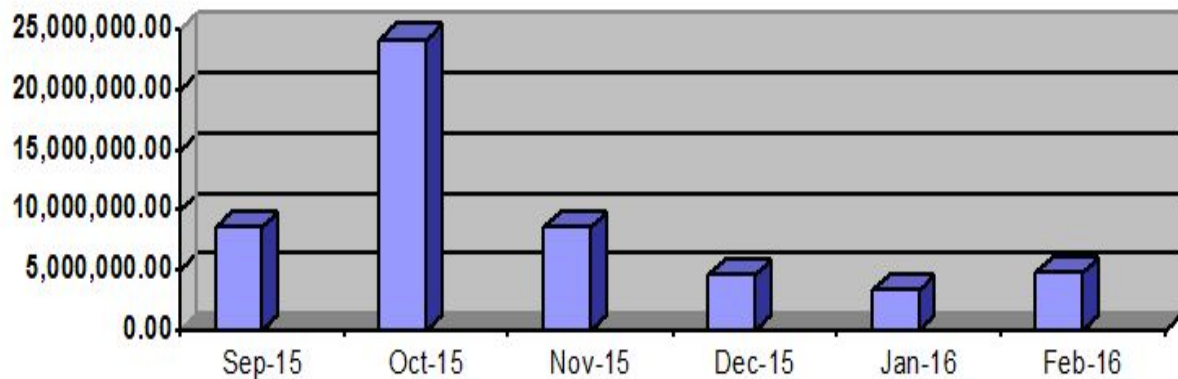
- There were no water quality issues with the January 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

Permits



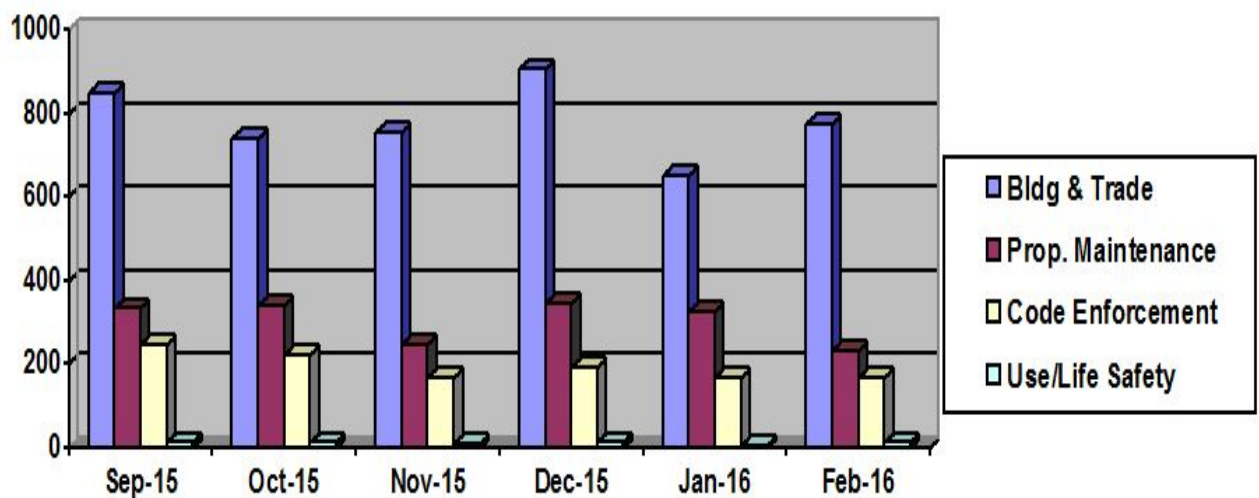
299 permits were issued.

Value of Private Construction



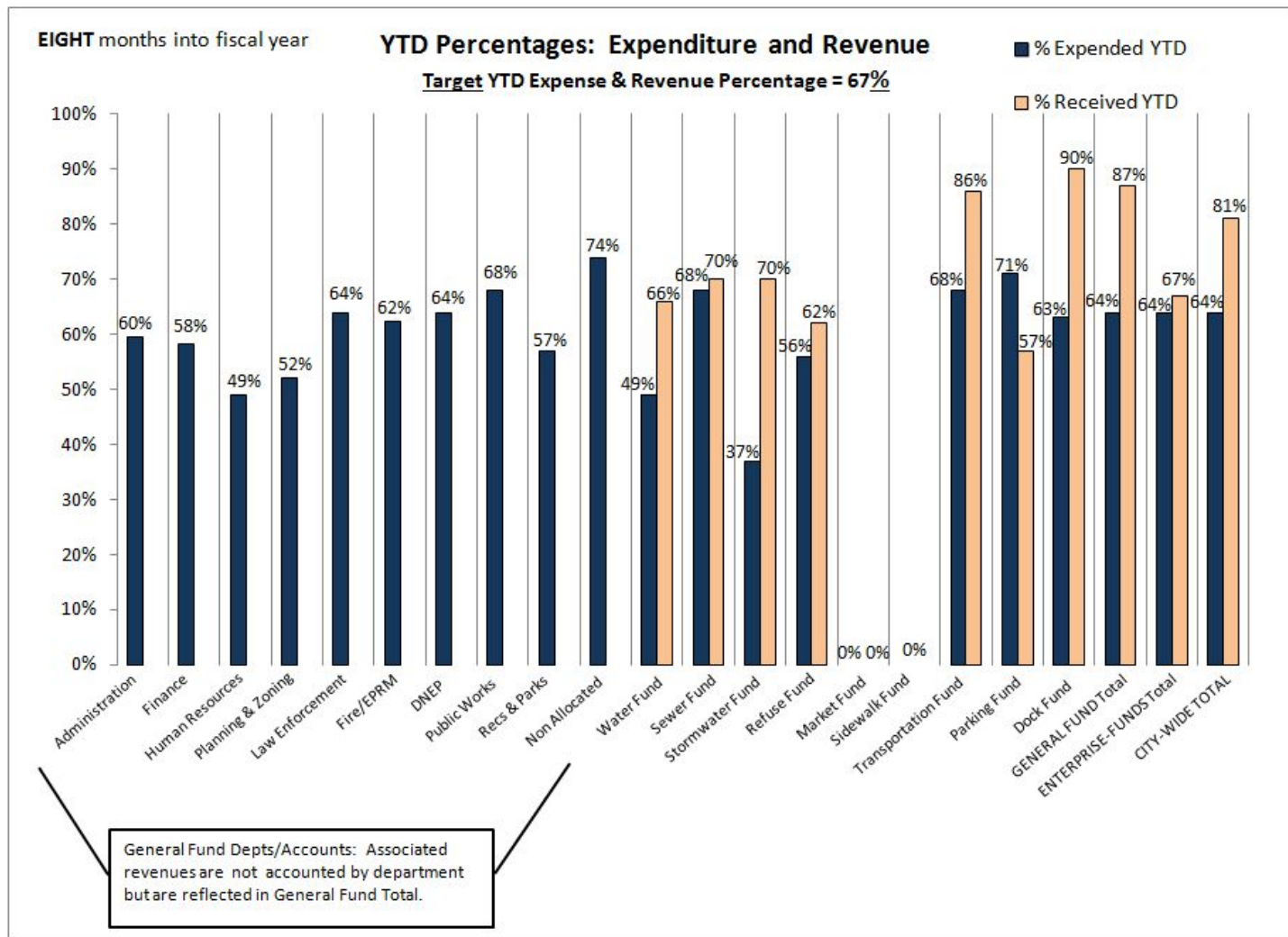
The value of work for which permits were issued \$4,753,447.08.

Private Construction Inspection Performed



774 Building and Trade Inspections
233 Property Maintenance Inspections
166 Code Enforcement Inspections
13 Use/Life Safety Inspections

Budget Status



Central Purchasing

Current Procurements

RFP 15-11 – Integrated Parking Operations and Management Services

- Awarded to SP+ Municipal Services. Contract in process.

RFP 15-18 – Historic Preservation Consultants

- 16 Firms awarded contracts. Contracts in process.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- 3 Proposals received. Award on hold pending additional funding.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress. Award on hold.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Award on hold pending funding.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- 2 proposals received. Review in progress.

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- 4 Proposals received. Review in progress.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- 3 Proposals received. Review in progress.

RFP 16-17 – Modifications to Five Water Tanks

- 3 Bids received. Review in progress.

IFB 16-18 – Mooring Maintenance

- 3 Bids received. Review in progress.

RFP 16-20 – Truxtun Park Pool Management and Operation Services

- Proposals due 3/24. Pre-bid meeting 3/2.

RFP 16-21 – Working Waterfront Awareness Program

- Proposals due 3/29. Pre-bid meeting 3/1.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/Build contract in process.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for October 2016 completion.

IFB 15-17 – Annapolis Dam Repairs

- Awarded to M2 Construction. Project scheduled for February 2016 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for March 2016 completion.

RFP 15-21 – APD Indoor Firing Range Replacement

- Awarded to Target Worx. Project scheduled for March 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for April 2016 completion.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services

- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for April 2016 completion.

IFB 16-05 – Wayfinding Sign Fabrication

- Awarded to Gelberg Signs. Project scheduled for May 2016 completion.

IFP 16-07 – Helix Mooring Installation

- Awarded to Murtech, Inc. Project scheduled for May 2016 completion.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- Awarded to JAK Construction Co., Inc. Project scheduled for April 2016 completion.

Pending Procurements**IFB 16-15 – Unleaded Gasoline and Diesel Fuel**

- Draft in progress. Anticipated release in March.

IFB 16-22 - Overhead Door Maintenance

- Draft in progress. Anticipated release in March

IFB 16-23 – Davis Street End Park Reconstruction

- Draft in progress. Anticipated release in March.

IFB 16-24 – Admiral Farragut Stream Restoration

- Draft in progress. Anticipated release in March.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. Pump Replacement – Inspection of the wetwell revealed structural deterioration in the intermediate slab. A design to structurally restore the wetwell was completed and work has begun to install new structural beams and to demolish the deteriorated slab.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – The pre-construction meeting for upcoming CIPP Rehabilitation work was held February 23. USNA Flowmeter – A meeting was held with USNA on February 2 to discuss the assessment findings in the submitted flow meter final plan. Data collection to finalize the proper approach is ongoing. Buried Asset Evaluation – Work continues to finalize plans for

buried asset management, perform additional condition assessments, and rehabilitate/replace water and sewer infrastructure. Water Meter Purchase – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

Bids for the general water tank sanitary & safety upgrades project were received and are under review.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included curing of 131 slab and generator slab, concrete work, masonry work, generator installation, raw water piping, electrical duct bank and drain installation.

Dam Repair at Waterworks Park

The project has been completed. Project Closeout and Final Payment are expected in late March or April.

Landfill Gas Mitigation

DPW is resuming negotiations with MDE on the Draft Consent Order so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

Surveying has been completed and design has begun for the storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions.

City Hall Projects

The HVAC Design/Build team proposed a rooftop modifications design to HPC at the February Administrative Meeting. Submitted design package along with application for project approval at the HPC April 12 Public Hearing. Equipment is expected to be ordered in March. It has an 8-10 week lead time. Tree stump and roots have been removed from the proposed location of the new generator. After geotechnical site investigation is completed, the generator installation contract will be awarded and scheduled for early spring

Maintenance Facilities

Met with the Design/Build team to discuss office and vehicle storage requirements. Architect working on preliminary plans to submit for review and feedback in early March.

Stormwater Management Retrofit

Surveying has been completed and design has begun for the storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions.

Road Resurfacing

Street paving is expected to begin in May.

Main Street Reconstruction

An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

The Purchase Order for Phase I design work was issued to RK&K. Pre-Application meeting with HPC is scheduled for the end of March.

City Dock Bulkhead Replacement, Phase 2

Steel sheet pile installation is complete (708 LF). The final inventory of adjacent property is complete and all seismic monitors have been removed. Approximately 60% of the new concrete seawall has been poured. 300 LF of the seawall has completed curing and the forms have been stripped. 90% of the remaining seawall has been formed and seven stormwater pipes have been extended through new bulkhead. Forty-five (45) of 48 mooring bitts have been installed. The bitts provide additional tie off points for boats other than mooring piles. With the bulkhead installation complete, the contractor has begun landside excavation. The electrical work including trench excavation along Dock St. and in the Donner Lot as well as electric panel installation in the Harbormaster Building are underway. The Donner Lot boardwalk has been demolished, undercut and backfilled. An archaeologist is on site during excavation to monitor the potential uncovering of artifacts. The project continues to be on schedule and within budget.

Personnel Update

New Hires

Police - Police Officer (1)

Transportation - Bus Driver PT (1)

Promotions/Internal Vacancies Filled

Fire - Lieutenant (1)

Finance - Accounting Associate III (1)

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; Writ of Certiorari granted; oral arguments heard
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment; Motion denied; Defendant filed a Motion to Stay Execution of Judgment; City filed a response. The Stay was granted. Petitioner filed Writ of Certiorari to the Court of Appeals; City filed a Response; certiorari granted, briefs pending
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda filed; oral argument 10/5/15; decision pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial postponed; awaiting notice of new trial date
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision, but Petitioners appealed to Court of Special Appeals; briefs and oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Complaint and answer filed; trial postponed at Plaintiff's request, re-set for 4/11/16
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Complaint and answer filed; discovery ongoing; trial date postponed at Plaintiff's request, to be re-set

Armstead v. COA, et al. A.A. Circuit Court Case No. C-02-CV-2534	APD	Complaint filed; Motion(s) to Dismiss filed; oral arguments heard; Circuit Court granted City's Motion to Dismiss with Prejudice. CLOSED.
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Spearman Appeal	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; City's co-respondent filed a Motion to Dismiss, which City supports; hearing scheduled for 4/11/16
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City's Motion to Dismiss; briefs and oral argument pending
Crosier/State Farm v. COA A.A. District Court Case No. D-07-CV-15-012687	PW	Complaint filed; Answer filed
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-	APD	Complaint and Answer filed
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; decision pending
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.

Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing occurred 11/24/15, 1/12/16 and 3/9/16; decision pending
Union Grievances:		
(none currently)		

Adopted Legislation

- Legislation adopted on 2/8/16

O-53-15 City Council Consent Calendar - For the purpose of amending the Rules of Procedure to permit certain agenda items to be voted upon as a single group under a Consent Calendar category of the City Council Meeting Agenda.

- Legislation adopted on 2/22/16

O-1-16 Amendment No. 1 to Annapolis Maritime Museum, Inc. Lease Agreement - For the purpose of approving an Amendment No. 1 to the Lease for certain City-owned property to the Annapolis Maritime Museum, Inc.; and matters generally relating to said lease.

R-3-16 AMENDED AGREEMENT Street Rights-of-Way in the Thomas Woods Planned Development - For the purpose of amending the Agreement for the privatization of street rights-of-way in the Thomas Woods Planned Development.

City Clerk

- 3 - Fully Executed Legislation
- 23 – Fully Executed Contracts/Agreements
- 13 - Request for information via Citizen's completed
- 8 - Requests for information Alderpersons/ Administration
- 5 - City Departments information requests
- 14 - Special Event Application Reviewed
- 1- Registration Certificate for Exempt Peddlers Applications
- 1- Notification Acting Mayor
- 2- Draft City Council Meeting Minutes
- 3- Draft Board of Supervisors of Elections Meeting Minutes
- 1 - Agenda Posting – City Council Work Session
- 1- City Manager Staff Meeting
- 2- City Council Meeting Agenda Reviews
- 1- OEM's debriefing meeting of Winter Storm Jonas on Wednesday February 24th
- 1- Provisional Judges Training – Anne Arundel County 1101 Smithville Street

Alcoholic Beverage Control Board

PUBLIC HEARING

- **MATSU RESTAURANT** - Transfer

Application for a transfer of an existing Class B-2, Restaurant Beer and Light Wine, Only with meals, six a.m. to twelve midnight seven days per week (special Sunday license), by Cheng Lin and Russell V. Parrish, Jr. for the premises known as New Matsu Sushi inc. t/a New Matsu Sushi (Formerly Known as Matsus inc. t/a Matsu Japanese Restaurant & Sushi Bar), 509 D-4 South Cherry Grove, Annapolis, Maryland 21403

- **CHESAPEAKE BREW PUB** - New

Application for a new alcoholic beverage license Class B-4.a.g., Beer, Wine and Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) in addition off sale beer and light wine and refillable containers by David Marquis, Carolyn Hampton and Michael Christman for the premises known as, Chesapeake Brewing, LLC, T/A Chesapeake Brew Pub, 114 West Street, Annapolis, MD 21401

- **SCOTT BROTHERS** - Expansion

Application for an expansion of an existing Class A-2.b, Beer, Wine and Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) in addition beer and wine tasting, by Nitin Patel, Kinjalben N. Patel and Jonathan Hodgson for the premises known as Swamibapa Enterprises, Inc. t/a Scott Brothers, 936 Bay Ridge Rd, Annapolis, Maryland 21403

BUSINESS AND MISCELLANEOUS

- **John Barry Restaurant & Bar** - Deletion of officer, Albert Montone
- **Carrols Creek** - Substitution of officer, Jeffrey Jacobs to replace Margaret Cross
- **Parole Liquors** - Substitution of officer, Steven Kim to replace Yun D. Kim
- **RAMS HEAD TAVERN** – Special Event, Saturday March 19, 2016

Request for a Temporary Extension of Premises of Rams Head Tavern on Saturday March 19, 2016 during normal business hours for a beer sampling event.

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN FEBRUARY = 9**

Board of Supervisors of Election

- Office Election Working Deadline Calendar – Updating/underway
- Election Pamphlet – Recommended by Mayor Pantelides' Transition Team on Boards & Commissions.

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 756 calls for service this month and a total of 1652 calls for 2016 with the following breakdown:

- EMS - 578 or 76%
- Fire – 125 or 16%
- Service – 40 or 6%
- Rescue – 8 or 1%
- Hazmat – 5 or 1%

Notable Incidents – February Highlights:

- Bomb Threat – 251 Rowe Blvd
- Suspicious package – 10 Church Circle
- Multiple Vehicles on Fire – Hudson Street
- Hazardous Materials Incident – 222 Severn Street
- Dwelling Fire – 98 Shipwrights Street
- Stabbing fatality – Atwater Drive
- Conducted Pub-ed training with Historic Inns – employees role in an emergency
- The Department is conducting Autism Awareness training.
- The Department is conducting annual sexual harassment/discrimination training and workplace violence training.
- The Department participated in a Multi-Jurisdictional Active Shooter drill sponsored by the USNA.
- The Department is conducting Backing accident Training.
- The Department received a Citation from the City Council for our efforts during the Winter Blizzard Jonas.
- Completed 126 new fire safety building inspections and 54 re-inspections (includes inspections conducted by station personnel).
- The EMS Division conducted three (3) citizen CPR courses.
- The EMS Division provided First Aid/CPR training to APD officers.
- The Department responded to nine (9) heroin overdoses.
- YTD, As of January 31, the Department has collected \$657,875 in EMS transport fees.
- Our personnel installed 10 smoke detectors and 7 CO alarms and conducted 11 public education events.
- Training hours completed –2086.5
- ISO rating – Class 2
- Deputy Chief Simmons testified at the Legislative Hearing for OEM bill.

- Chiefs Stokes & Remaley attended the Maryland Fire Chiefs Association 4th Annual Legislative Reception on 2/4/16 at Miller Office Conference Center.
- Chiefs Stokes & Remaley attended meeting with AA County regarding the City staffing a medic unit at the AA County's Annapolis Neck Fire Station.
- Investigators Madison and Brooks received Unit Citations for their actions in assisting APD to capture a murder suspect.
- The Fire & Explosive Services Unit responded to 8 Explosive Services Requests, 5 K-9 requests, 7 assist police calls, investigated 6 fires and completed 0 fire safety inspections.
- The Bomb Squad members also completed Police In-Service training.
- This month's Fire Prevention Message – "Secure your Med's" .
- The Fire Marshal's Office met with owner of 2000 Capital Drive, Alderwoman Pindell-Charles, DNEP and several engineers concerning the proposed Children's Guild School.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of February Department used 526.75 hours of overtime at a cost of \$26,898.66 this represents a usage of 6.26% of our total annual budget available for overtime. Our YTD overtime expenditures are \$255,175.19 or 59.34% of our annual OT budget.
- We currently have three (3) personnel on modified duty and four (4) vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Participate in St. Patrick's Day Parade.
- Accident Review Board Meeting scheduled for March 8, 2016.
- Maryland State Police will conduct training on their new AW139 helicopter used for medical transport.
- Submit request to FEMA for SAFER Grant - Firefighters Staffing.

Emergency Management

Incidents and Events

February 11th, 2016 – Frigid Temperatures

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a dangerously low wind chills.

February 12th, 2016 – Winter Weather

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about Winter Weather Advisory that was put in effect during the evening rush hour.

February 14th, 2016 – Winter Weather

- OEM sent four Emergency Management Alerts to inform key officials, employees, and surrounding partners about a Winter Weather Advisory that was put in effect through the morning of February 16th. This weather system brought extremely icy conditions that made walking and driving dangerous through the evening and overnight. The Office of Emergency Management participated in 3 conference calls with officials from the Maryland Emergency Management Agency and the National Weather Service. The Stanton Center experienced an above average number of referrals. The Department of Public Works postponed trash and recycling collection on February 15th.

February 24th, 2016 – Severe Weather Outlook

- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a Tornado Watch and Severe Weather Outlook put in place for the evening of February 25th. This system brought the threat of tornadoes, heavy rains, and coastal flooding.

Planning

- OEM submitted the Public Assistance Impact Statement Form and Damage Assessments on February 2 to the Maryland Emergency Management Agency for Winter Storm Jonas. The State is awaiting word to learn whether the President will declare a federal disaster for the storm, which will allow the potential for reimbursement of some snowstorm costs and expenses.
- On February 8th, OEM staff, along with several other City Departments, were honored during the City Council meeting for excellence in response and coordination regarding Winter Storm Jonas.
- On February 11th, OEM staff met to discuss the After Action comments from Winter Storm Jonas. Staff determined the City's successes as well as the improvements that need to be made for future incidents. Input was provided by several City Departments and was compiled into an After Action Debrief PowerPoint Presentation. The debriefing was held on February 24th at 10:00am.
- and On February 22nd, OEM staff participated in the statewide After Action Conference call hosted by MEMA in regards to Winter Storm Jonas.
- On February 24th, OEM hosted the After Action Debrief meeting for Winter Storm Jonas in the Emergency Operations Center for all City officials and City Departments. A productive discussion took place about several issues that were highlighted during the storm and a formal After Action Report will be completed.
- OEM staff participated in several phone calls in February with Urban Area Security Initiative (UASI) personnel and partnering emergency managers to discuss future levels of UASI homeland security funding.
- OEM staff joined City leadership to testify before the House of Delegates on February 9th and the State Senate on February 16th to encourage support for the inclusion of Annapolis in the Maryland Emergency Management Assistance Compact (MEMAC), which allows jurisdictions to request and receive mutual aid from first responders. The General Assembly will hold a vote on the legislation soon.
- OEM staff attended the Capital Improvement Project meetings on February 19th and 26th in order to support the funding of City radios in order to maintain interoperability and compliance with new infrastructure.
- On February 18th, OEM Staff met with a representative from the Mayor's Office to review and discuss the Continuity of Government Plan. An electronic and hard copy was presented for them to review. The Continuity of Government Plan was revised based on this meeting and sent to the Mayor's Office for further review on February 25th.

- OEM Staff updated the Emergency Operations plan by holding Annex Revision Meetings for Hurricanes and Flooding. Departmental representatives from City of Annapolis, and other local partners gathered to discuss and update written operational procedures for large scale emergencies and disasters.
- OEM hosted the annual review of the City of Annapolis Heat Emergency Action Plan (HEAP) on Wednesday, February 24th.
- OEM staff worked with W&P Nautical, LLC, to propose a list of potential hazards that the Emergency Action Plan that is being developed should address, including winter storms, hurricanes and floods.
- The recent upgrade to the Alternate Emergency Operations Center is being evaluated by OEM staff. A SOP is in the process of being developed for training purposes.
- Contractors have visited the Emergency Operations Center throughout the month of February in order to prepare proposals for the enhancement of audiovisual, technology, and working space layout and equipment.
- OEM staff attended a meeting on February 22 to discuss next steps with regard to mapping data points for the Cultural Resources Hazard Mitigation Plan. The core group also met on February 26 to draft the timeline of work for this project, including technical analysis and plan writing.
- On February 16th, OEM staff participated in a conference call and PowerPoint presentation from Adjusters International to discuss the importance of resiliency for the City of Annapolis. Adjusters International demonstrated resiliency software that asserts to be a one stop shop for all emergency management needs before, during and after an incident.
- OEM staff discussed the possibility with MIT to have the Department of Finance use the CodeRED system to notify residents of their potential water shut off. OEM is awaiting confirmation that the Department of Finance would like to use this system.
- OEM Staff attended a UASI Grants and Fiscal Meeting on February 23 in Baltimore.
- OEM worked with the Visit Annapolis and Anne Arundel County Visitors Bureau to complete its Emergency Action Plan.
- On February 23, OEM staff attended a UASI Evacuation Collaborative Team Meeting in Howard County.
- OEM staff met with representatives from around the Baltimore UASI region to discuss the regional Recovery Plan on February 26.

Training/Exercise

- OEM attended a meeting at St. John's College with AFD, APD, Capitol Police and St. John's College to discuss the details of a Full Scale Exercise that will occur in the Spring of 2016.
- OEM staff submitted a protocol to the Fire Department to provide CodeRED communication to firefighters in an emergency in the event the Fire Department requests notification support during a major incident.
- OEM staff held a WebEX meeting with MEMA WebEOC staff and MIT to discuss the need for our WebFusion Boards and their functionality. MEMA WebEOC Staff and MIT worked through some minor issues and were able to successfully set up and make the WebFusion Boards operational.
- On February 3rd, OEM staff went to observe a US Naval Academy drill that occurred at Gate 8. US Naval Academy Police were subject to a possible IED in a vehicle and OEM staff observed their response efforts for maintaining control of the situation and keeping the Academy safe.
- On February 5th, OEM staff participated in an Active Shooter exercise at the US Naval Academy. One staff member participated in the Emergency Operations Center aspect of the exercise as an observer and other staff went to the exercise site. It was important to attend and gather

information on what went well and what needed to be improved upon for the upcoming St. John's Active Shooter exercise the City is developing.

- On February 22nd, OEM staff met with Mark Demski, the City's WebEOC/Intermedix representative to discuss new opportunities with WebEOC and board building.

Outreach

- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,028 as of January 29th.
- OEM has increased its Twitter followers to 1,004.
- OEM has increased its Facebook 'likes' to 1,546.

Grants Management

OEM continues to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs, as well as the FY 2015 Emergency Management Performance Grant (EMPG)

February	
UASI FY 2014 HAZMAT	\$10,303.43
TOTAL UASI FY 2014	\$10,303.43
SHSG FY 2014 LE	\$1,735.00
	\$7,014.40
TOTAL SHSG FY 2014	\$8,749.40
UASI FY 2015 LETPA	\$6,879.00
UASI FY 2015 CCTV	\$16,898.40
	\$6,618.52
TOTAL UASI FY 2015	\$23,516.92
TOTAL February Grant Expenditures	\$42,569.75

Police Department

Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total
Current	106	24	8	3	11	5	155
Vacant	3	2	1	1	1	0	8
Total Allocated	109	26	9	4	12	5	165

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	25	2	9	65	4	1	1	2	109
	22.94%	1.83%	8.26%	59.63%	3.67%	0.92%	0.92%	1.83%	100.00%
Part-Time Personnel	6	4	3	2	0	0	0	0	15
	40.00%	26.67%	20.00%	13.33%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	6	13	10	1	1	0	0	32
	3.13%	18.75%	40.63%	31.25%	3.13%	3.13%	0.00%	0.00%	100.00%
									156

Fifteen sworn members are sidelined due to medical, family, administrative issues or military leave. Currently, there is one trainee in the police academy.

Community Relations

C-SAFE	Total		N.W. / Victim Services	Total
HEAT meetings	0		Meetings Attended	14
DJS Checks	0		Training Conducted	2
Parole/ Probation Check	0		Surveys	
Hispanic Liaison	Total		Residential	1
Translator Contacts	32		Commercial	0
Number of Contacts	15		Contacts Made	15
Court Assistance	7		McGruff Appearances / Requests	
Officer Activity	Total		Block Watch Training	

Calls for Service	30		HACA/ Other Requests	1
Reports	7		Watch Your Car	Total
Foot Patrol Hours	12		Citizen Contacts	10
Business Checks	58		Vehicles Registered	0
Bank Checks	5		Vehicle Registration Forms Out	7
Traffic Stops	2		Scooter Registered	0
Traffic Citations			Scooter Registration Forms Out	0
Traffic Warning	2		Meetings Attended	1
ERO			TFA Initiative Letters Sent	8
FIR			Schools Visited	Total
Warrant Attempts	2		Annapolis HS	12
CDS Arrests			Annapolis MS/ Bates MS	6
Juvenile Citations	3		Phoenix Center/ Adams Academy	1
Warrant Arrests			Tyler Heights	0
On View Arrests			Mills Parole	0
Traffic Arrests			Explorers	Total
Summons	1		Current Explorers	16
Emergency Evaluations			Interested Explorers	0
			Post Meetings	3
			Community Events Attended	0

Notes:

Community Complaints:

- Peerless Rens – spoke to both parties and got Anne Arundel Conflict Resolution Center involved
- IRS Scams – info posted
- 214 Prince George St – CDS activity – worked with DNEP and WORA to resolve community issue
- Graffiti complaint in Germantown – unable to contact Admiral Heights Condo Assoc.
- Adams Academy – difficult student – Officer Smikle handled
- Chambers Park – community worried about camera placement with warm weather coming – gave them options
- Chesapeake Ave – red line curb violation – Officer Thiel towed vehicle
- Georgetown East Elementary – suspicious man – frequent check

JOINS:

We had a meeting about JOINS in February and hope to see more kids referred to the program. There are currently zero youth in the program and none completed the program in February.

Hispanic Liaison:

Mr. Hudson has been assisting CID with multiple investigations. Mr. Hudson met with Bates Middle School about Hispanic issues in the school. He also attended a Community Action Agency Board meeting and a meeting with SROs at the Annapolis High School.

ALERT Grant:

Mrs. Hartlove assisted with the Annapolis Police Kids Club open house. She also conducted one residential security survey and contacted five more interested residents. She went out and conducted vehicle checks for unlocked cars on three days in February.

Explorers POST 199:

The Annapolis Police Explorers had another Explorer, Darren Smith, age out of the program. He was an Explorer for over 2 years. While he was an Explorer he was also an MSP Cadet and worked Security at the Annapolis Mall. He is currently in the hiring process with the NSA.

The Explorers had 4 meetings this month. The topic this month was Arrest and Search. We had to work pretty hard on handcuffing but, they are starting to get the hang of it. They are starting to work as a team and are conducting really thorough searches. The pushups that they have to do if they miss an item may have helped with that. Next month we are going to be working on Officer Down: First Aid.

Community Services Section attended the following meetings/events:

- Annapolis Kids Club Open House
- Explorers Meeting/ Training/ Events (4)
- Lateral Police Interview
- Eastport Town Hall Meeting (Eastport Fire Hall)
- Community Action Agency board meeting
- Most Wanted Taping (2)
- Neighborhood Safety Meeting
- Coffee with a Cop
- City Manager Meeting
- Meeting with SROs at Annapolis High School
- JOINS Meeting with Chief
- Annapolis Gardens Community Meeting
- Nextdoor Meeting with Chief
- Officers from Community Services filled for patrol on a three days and Officer Smikle started a 30 day detail to patrol on 02/24/16
- Domestic Violence Memorial Service
- Maryland Turkish American Cultural Day

Upcoming Events:

- Explorers
- UASI PIO Meeting
- Most Wanted (2)
- HEAT Meeting
- Graffiti Meeting
- Marketing Meeting
- WORA Bar Meeting
- City PIO Meeting
- Hunt Meadow Meeting

Annapolis Police Department Kids Club

An open house was held on 2/27. Twelve families arrived for the open house and all of the families enrolled their children in the new club.

Special Events

FEBRUARY MEETINGS AND EVENTS 2016				
Date	Event / Meeting	Location	# Officers	Costs
02-02	MD Shall Issue Rally	Lawyers Mall		
02-04	MD Hunting Rally	Lawyers Mall		
02-05	Citadel m\Shield	Navy	5 Officers	\$2,814.09
02-09	Navy Lacrosse Meeting	Lawyers Mall		
02-15	Montgomery Co. Rally	Lawyers Mall		
02-15	College Sex Assault Rally	Lawyers Mall		
02-23	MD Horse Rally	Lawyers Mall		
02-23	AFSCME Rally	Lawyers Mall		
02-25	Health Day Rally	Lawyers Mall		
02-25	ATB 10K Meeting	Gibbs		
Total				\$2,814.09

Notable Events

Homicide 2/20/16 16-0667 331 Atwater Drive

The suspect grabbed the victim by the hair and stabbed him in the neck. The suspect was located a short distance away by officers.

Shooting 2/24/16 16-0728 1140 Madison St.

The victim claimed the suspect was attempting to rob him. The victim fled and was shot by the suspect. A warrant was issued for the suspect.

Attempt Armed Robbery 2/10/16 16-0549 29 W. Washington St.

Victim report a male approached him and reached into his waistband and displayed a silver in color revolver and demanded the victim's money.

Building Activity

- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Mechanical rough-in passed 1/6/16.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** – Permit issued 1/8/16 to stabilize building due to fire damage. Building progress inspection 2/22/16.
- **Annapolis Yacht Club (2 Compromise St #DEM15-0043)** – Permit issued 1/8/16 demolish fire damage. Fire damage demo complete.
- **Brown's Salon & Spa – (15 West Street #BLD15-0584)** Permit issued 12/10/15 for interior alterations for new tenant. Electrical inspections being done.
- **Celebree Learning Center (504 S. Cherry Grove Avenue #GRD13-0041)** Permit issued 3/19/14 for grading for new commercial building. Bond reduction inspections being done.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. New grease interceptor installed and passed inspection 2/19/16.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. Waiting on HVAC balance report.
- **Chick-Fil-A (2025 Somerville Road #DEM15-0020)** – Permit issued 2/23/16 to demolish current building.
- **Chick-Fil-A (2025 Somerville Road #GRD15-0037)** – Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- **Chick-Fil-A (2025 Somerville Road #BLD15-0486)** Permit issued 2/23/16 for new Chick Fil-A Restaurant .
- **Criswell Audi (1833 West Street #GRD15-0011)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.

- **Criswell Audi (1833 West Street #BLD15-0204)** Permit issued 10/2/15 for new commercial building. Contractor preparing to begin steel erection.
- **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080)**-Permit issued 7/20/15 for interior alterations. Job is progressing. Inspections being performed.
- **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition. Site last inspected 2/22/16.
- **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Footers and foundation completed. Masonry walls being erected.
- **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** – Grading permit issued 9/11/15 for addition. Last inspected 2/23/16.
- **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Insulation inspections being done.
- **Georgetown East Elementary School (111 Dogwood Road #BLD15-0602)** – Permit issued 12/02/15 for renovations to Administrative Offices. This work will start after the last day of the current school year.
- **Governor Calvert House (58 State Circle #BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. Permit finalized 2/9/16.
- **Lighthouse Bistro (202 West St #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. More bracing and shoring has been done.
- **Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538)** Work is complete and we are waiting on the contractor to schedule a final inspection.
- **Mission Barbecue (142 Dock Street #BLD15-0816)** – Permit issued for demolition, structural bracing & roofing. Job is progressing.
- **Mission Barbecue (142 Dock Street #BLD15-0776)** Permit issued 2/19/16 for alterations for new restaurant.
- **Mission Escape Rooms (40 West St #BLD15-0849)** – Permit issued 1/15/16 for tenant fit-out. No activity as of 2/3/16.
- **Osteria (177 Main Street #BLD12-0932)** Basement work is complete except for plumbing required for new grease interceptor. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation. Project is on hold until HPC approval is gained for work in the sidewalk.

- **The Red Bean (220-222 Main St #BLD15-0585)** – Permit issued 11/17/15 for interior alterations for new coffee and ice cream shop. Permit finalized 2/18/16.
- **The Rice Workshop (138 Main St #BLD15-0609)** – Permit issued 01/28/16 for new restaurant. Demo started and plumbing ground work approved. Ceramic floor tile started.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Rogue Pierogies (1825 George Avenue #BLD15-0811)** Permit issued 2/5/16 for tenant fit-out.
- **Sailor Oyster Bar (196 West Street #BLD15-0744)** – Permit issued 01/13/16 for new restaurant.
- **Taco Bell (1803 West St #BLD15-0531)** Permit issued 10/8/15 for new fast food restaurant. Need to file for a hood and duct permit.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- **West Annapolis Elementary School (210 Annapolis Street #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Last inspection of 1/28/2016 passed. Job is progressing.
- **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. They need to repair their silt fence.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building.
- **1401 Forest Drive (#BLD15-0552) – New Car Wash** Permit issued 12/10/15. Footing inspections passed 1/14/16.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Progress inspection passed 1/26/16.
- **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- Feb. 3: Began Working Waterfronts project and met with DNR
- Feb. 3: Met with Heritage Commission on wayfinding signs
- Feb 5: Attended BRTB budget committee meeting
- Feb 8 and Feb 10: Had stakeholder interviews for Upper West Street Sector Study
- Feb. 18: Met with Historic Annapolis on wayfinding signs
- Feb. 22: Attended Regional Bike map kick-off meeting at AACo.
- Feb. 23: Attended monthly BRTB meeting
- Feb. 24: Met with Historic Annapolis on wayfinding signs
- Continued work on Eastport Traffic Study

Current Planning

Monthly News/New Projects:

- Variance (VAR2016-008) with Site Design (SDP2016-007) for Nels Olson, for the purpose of constructing an addition to the existing single-family dwelling, including utility work for geothermal trenching and disturbance to steep slopes (within the expanded 100 ft, Buffer), located at 229 Wardour Dr.,
- Site Design Plan Review (SDP2016-005) for St. Mary's Catholic Church, for a proposed two-story addition to the existing elementary school to provide 8 new classrooms, located at 109 Duke of Gloucester St.,
- Site Design Plan Review (SDP2016-010) for Susan Schneider, for proposed rear addition and new front porch to the existing single-family dwelling with new detached garage, located at 523 Burnside St ,
- Zoning Certificate (ZC2016-001) for Patrick Schmahl for a new 10' x 12' shed, located at 2001 Fairfax Rd.,
- Site Design Plan Review (SDP2016-004) with Administrative Adjustment (ADJ2016-001) for Thomas Petti, for proposed rear addition/alterations to the existing single-family dwelling with construction of a new single car garage, located at 6 Chester Ave.,
- Special Exception (SE2016-002) for Dock Ann LLC & Dock Anna Deck LLC, to combine separate pre-existing special exceptions, applicable to the property, into one special exception that applies to the whole property as a Standard Restaurant with existing liquor license, located at 87 Prince George St.,
- Site Design Plan Review (SDP2016-008) for Mike James, for proposed additions/alterations—new front porch & roof dormers, replace & relocate windows, new back deck, and new driveway, located at 3 Chesapeake Ave.,
- Special Exception (SE2016-001) with Variance (VAR2016-007) for Brig LLC & Bay Village Assisted Living LLC, for an Institution for the Care of the Aged to develop a 88-unit, full-service

assisted living facility containing 72 assisted living units and 16 memory care units, located at 979 Bay Village Dr.,

- Subdivision (SUB2016-002) for Brothers Investments LLC, for a consolidation plat for the purpose of combining Parcels 2104 and 2013 into one lot of record, located at 57 Spa Rd.,
- Site Design Plan Review (SDP2016-009) for Louis Fanaroff Et Al & Criswell Acura, for demolition of an existing covered display area with overhang and construction of a 2,920 sq.ft. showroom addition, including façade changes to the existing Criswell Acura dealership, located at 1701 West St.,

Major Planned Actions

Planning Commission, March 3, 2016:

Public Hearings and Deliberations:

New Business:

1. No public hearings for March

Approval of Findings and Opinions:

1. R-1-16 Comprehensive Maritime Review,
2. ZTA2016-002 Zoning Text Amendment O-8-16,
3. ZTA2016-001 Zoning Text Amendment O-7-16

Work Session:

Board of Appeals, March 1, 2016:

Public Hearings and Deliberations:

1. VAR2016-002 – Variance application by George and Mary Chappellear, for a reduction in the required side yard setback and waterway yard setback to construct a new single-family dwelling, located at 7057 Bay Front Drive,
2. VAR2016-003 – Variance application by Andrew and Margaret Bryant for a reduction in the required rear yard setback to construct a screened porch addition on the rear of the existing single-family dwelling, located at 606 Second Street,
3. VAR2016-004 – Variance application by Jeffrey Donnelly for a reduction in the average waterway yard setback to demolish portions of the existing single-family dwelling and develop a new single-family dwelling, no closer to the water than what previously existed, located at 1 Severn Avenue,
4. VAR2016-006 – Variance application by Regina Vasan for an increase to the bulk of a portion of the existing single-family structure, currently located within the required corner-side yard setback, located at 2 Alden Lane,

Community Development

Community Development Block Grant

The City received its official FY 2017 CDBG Entitlement allocation of \$249,088 from HUD. Ten organizations appeared before the Housing and Community Development Committee to present CDBG proposals for funding totaling approximately \$318,000. Began draft of the CDBG FY 2017 Action Plan required by HUD which outlines how the city plans to spend its CDBG allocation for FY 2017.

Staff completed amendment to FY 2016 CDBG Action Plan, approved by Finance Committee and City Council, and sent notification to HUD. Processed addendums to each grantee's Agreement and worked with Finance department to update budgets for each grantee and completed the Purchase Orders.

Staff completed Certificates of Satisfaction for those housing rehabilitation program participants who have continued to live in their homes for 15 years. The term of the lien placed on the property for the home improvement mortgage expires after 15 years. Also, completed all confirmatory mortgages for approval and recording. All files are now up to date. Also, staff performed other routine CDBG administrative tasks.

Staff held preconstruction meeting with Recreation and Parks, Public Works, architect and J.A.K. Construction on startup for new doors in the **Stanton Center**. Expect the contractor to complete the project by end of March. Staff also met with architect and Stanton Center Staff to begin specifications for new floors to replace deteriorated flooring in the Stanton Center.

Homeless

Completed all documents needed to begin using the \$116,654.00 in Emergency Solutions Grant (ESG) funds grant award for operations expenses for Light House Emergency Homeless Shelter which was approved by the Finance Committee.

Staff attended the monthly Homeless Partnership leadership meeting. This month was a focus group meeting held by the county's Local Management Board on Children, Youth and Families to determine ways to collect data to help meet the Governor's Goal on reducing youth homelessness. Homeless youth are those individuals under the age of 25 who lack a fixed, regular, and adequate nighttime residence; this includes those living in motels, hotels, camping grounds, emergency or transitional shelters, cars, parks, public spaces, abandoned buildings, and bus or train stations for whom it is not possible to live with their parent, guardian or relative and have no other safe alternative living arrangement.

Rental Allowance Program

Received grant agreement, completed subrecipient agreement, set up account and completed PO for \$28,895.00 in funds for the Anne Arundel County Community Action Agency for homeless prevention assistance.

Strategic Demolition/Community Legacy

Received conceptual drawings for the six low income veterans housing apartments to be constructed by the Bowman Community Development Corporation in conjunction with Pennrose Development. Existing

building on Clay and West Washington streets will be demolished to make way for the new units. Updated environmental review and submitted quarterly report to DHCD.

MPDU Program

Researching ways to improve the City's MPDU Program and solve problems related to administering the program and selling the units that have not sold.

Completed price reduction new flyer and changed information on website for Boucher Place units.

Miscellaneous

Working with purchasing to replace the faded panel on the "Old Fourth Ward" kiosk on West St. Expect to have all estimates in next month.

Staff attended Housing Day at the Maryland general assembly to learn about important legislative initiatives, network with other housing professionals, and show our legislators that housing and community development programs are important to help local governments achieve housing and community development goals.

Staff attended Timothy House and Timothy Gardens pre-application meeting. Planning staff was able to resolve issues with amenities planned for both developments.

Historic Preservation

Administrative approvals issued - 7

Total estimated costs of approved applications - \$75,905.00

Private - \$27,010.00

Public - \$48,895.00

Public Hearing approvals issued - 3

Total estimated costs of approved applications - \$2,152,000.00

Private - \$2,152,000.00

Public - \$0

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$3,750.00	\$11,250.00
Heritage Commission	\$5,000.00	\$100.00	\$4,900.00
Annapolis Partnership	\$50,000.00	\$25,860.20	\$24,139.80
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$15,811.21	\$19,188.79

HPC Consultants	\$15,000.00	\$0.00	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$14,775.28
DNR Grant	\$46,388.00	\$46,376.99	\$11.01

Planning

- ***Weather It Together - Cultural Resource Hazard Mitigation Plan - L. Craig, K. Brown, I. Price***
 - Received official notice of FEMA/MEMA grant to complete update of Natural Hazard Mitigation Plan to include CRHMP addendum (Total award: \$106k in reimbursable grant funds for contractual services.)
 - Presentations to:
 - Eastport Almost 7:30 Dems Central Committee
 - Colorado State Preservation conference
 - Chamber of Commerce Environmental Matters Committee
 - Annapolis Watershed Network
 - Grant written and submitted in partnership with Economic Dev. Mgr. for MHAA support on economic analysis of historic preservation & heritage on City - includes assessment of flooding impact on heritage economy. (Total request: \$45,000 for contractual services.)
 - April 30 Planning / Design Charrette
 - Finalize mapping documents
 - Secured 110 Compromise St. as venue
 - Developed listing of White Paper Topics and Draft

Education & Outreach - L. Craig

- ***50th Anniversary - NHL & National Historic Preservation Act***
 - Received preliminary notice of award by Four Rivers Heritage Area of \$1,800 mini-grant to support 1-day of technical assistance & public presentation by PlaceEconomics as part of 50th Anniversary
 - Secured 6 speakers for 2016 Lecture Series
 - March - Sherri Marsh - Rosenwald Schools in Annapolis/AA County, Planning for lecture in partnership with Mills-Parole Elementary School PTA and Parole Community Health Center, hosted by Ald. Pindell-Charles

Annapolis Heritage Commission - L. Craig, K. Brown & S. Pippen

- Hosted Meeting - Reviewed Content for Wayfinding Signage
- Chief Participated in Ald. Pindell-Charles "Watershed Moments" City TV broadcast on women in history
- Pres. Asst. Coordinating Walk Parole: Scavenger Hunt for History project. Chief presented to City Council

Design Review - L. Craig

- Primrose Hill - Site Visit with restoration contractor and HPD Consulting Architect
- 110 Compromise St. - Review proposed improvements & rooftop addition w/consulting architect for submission to March 8 HPC Public Hearing
- 9 St. Mary's St. - Met with applicant to review proposed rehabilitation & new construction
- Mission BBQ - Finalized requirements for signage

- 519 First St.- Determined building lacks historic architectural integrity & provided comments on replacement structure

Policy/Legislation - L. Craig & P. Gutwald

- HP Ordinance - O-07-16
 - Town Hall Meeting - Hosted by WORA/Ald. Budge
 - AIPPC Meeting - Participated in Discussion
- SB - Blighted Buildings Legislation
 - Joined Administration at MD Senate to testify in support of legislation

Economic Development

Business-support guidance and outreach efforts to retain and attract businesses

- Assisted 11 businesses directly, including:
 - Potential new Main Street restaurant
 - Potential rezoning of a residential property to commercial
 - Potential Main Street visitors' kiosk
 - B&B licensing concerns
 - MAIF-building concerns
 - Carryout vs. restaurant permit/costs for an expanding business
 - Promoting available business resources to an expanding international-internship placement company in new location (MD Department of Commerce, AAEDC and City – joint meeting)
 - Expanding IT government-contracting company
 - Commercial RE Broker with promoting key West St building for sale
 - Providing support comments at AAEDC Loan Committee meeting to assist a City business in obtaining a loan to open a new business
 - Annapolis Film Festival's growth initiatives
- Participated in 23 meetings and events with city departments and business support organizations to:
 - Assist in planning a Small/Minority Business Enterprise resource event in May
 - Kick-off the Working Waterfronts Maritime Marketing grant project at DNR and prepare an RFP for a consultant to assist in this project
 - Present Economic Development Strategic Action Plan to Mayor's Office
 - Prepare to conduct four upcoming economic-related studies (all of which are partially or fully grant-supported): Comprehensive Maritime; PAL Economic/Land Use Inventory/Analysis, Heritage Assessment and Market Impact of a proposed development
 - Continue to identify actions for implementing a smoother, faster, more consistent permitting process
 - Collaborate with the Annapolis Partnership's Executive Director on various initiatives (establish Board committees, promote May Day event, etc.)

Other economic development activities

- Completed and submitted Economic Development Strategic Action Plan 5-Year and 1-Year Workplans
- Created list of top City employers for Mayor's Office
- Attended House Bill 278 Hearing regarding establishing municipal community revitalization and improvement zones
- Participated in a West Street Sector Study stakeholder focus group
- Sponsored and spoke at the Launch! Annapolis organization's event to potentially increase City's small- and technology-business base
- Conducted monthly City Business Leader's Meeting to facilitate all City business organizations with collaborating and integrating plans
- Attended weekly AAEDC staff meetings, as well as a quarterly joint (City, AAEDC, State DoC) economic development meeting to best integrate efforts

Recreation and Boating

Recreation

- 28 Group meetings and Organizational Meetings and 21 Events took place at the Stanton Center.
- The Stanton Center Field Trip to the MD State General Assembly Legislative Session was on February 12th for middle and high school students and was well received.
- Zastro Simms Youth Basketball League Championship Game Day was held on February 10th at the Stanton Center.
- Pip Moyer Recreation Center fitness classes participants totaled 1,720
- Youth Basketball Leagues and Clinics have ended. Winter classes completed: volleyball, baseball, rock climbing, mixed sports. Continuation and make-ups for boxing and fencing. All outdoor athletic field permits for the Spring are completed.
- The Daddy Daughter Dance was February 5th and had press coverage and pictures in the Capital Gazette - 96 people attended.
- Finalized the spring program guide production, printed and was distributed (2/21) by the Capital Gazette.
- The Department e"-news" distribution list grew by 9.9, currently 6,300 subscribers.

Parks

- Received and installed 5 new replacement pieces of cardio equipment at Pip Moyer Recreation Center.
- City of Alexandria, VA Parks and Recreation Department staff toured Pip Moyer Recreation Center to observe the facility, programs and operations of Annapolis Recreation and Parks .
- The Memorial Tree and Bench program is having continuing success. Three new memorial trees will be planted in March or April.
- Economic Development has covered the cost to reprint the Art In Public Places Commission art book. The books have been delivered to various public agencies throughout Annapolis for distribution.

Boating

- Pumpout boat DAHLGREN has resumed service. The Warranty repairs are completed and the “Loaner pumpout boat” has been safely returned to the boat builder.
- Murtech Marine executed a contract for our grant funded (87.5%) Mooring improvement project in November. The government supplied equipment has been received. Construction is expected to begin in early March and complete by the end of April, 2016.
- Bids were received (IFB-16-18) on the 23rd of February to install all new chain, shackles and pendants on the 48 older Helix Moorings. This project is 100% Grant Funded by the Maryland Department of Natural Resources, Waterways Improvement Fund.
- The Board of Port Wardens met on February 23rd and processed four applications to build piers, bulkheads, boat-lifts. The next scheduled meeting of the Board of Port Wardens is on Tuesday March 22nd.
- The Maritime Advisory Board met on February 16th and continued to review the Annapolis Yacht Club Fire, docking and mooring fees. Recommendations for some new Board members were considered. Tarry Lomax was re-elected as Chairman and Scott Allen was elected as Vice Chairman of the Board for the remainder of 2016. The next scheduled meeting of the Maritime Advisory Board is on Tuesday March 15th.

Transportation

Monthly News

Technical Assistance Grant for Updating Annapolis Transit Development Plan

ADOT is to receive MTA grant. The grant is for updating the 2010 Annapolis Transit Development Plan (TDP) that will evaluate the transit services that are being provided; develop strategies to match the services to identified transit needs and provide a vision of how the Annapolis Transit should adapt to address the demand for public transportation services within a five-year horizon. The estimated project cost is \$90,000 which is allocated as follows: Federal - \$72,000; State - \$9,000; and local (city) - \$9,000. The local share is a “soft match” in the form of staff time.

Activity Report

Parking

Table 1a. Parking Garages – Revenue and Vehicles Parked, February 2016

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$169,754.89	17,599
Hillman	\$174,982.90	19,362

Knighton	\$43,469.84	5,523
Park Place	\$106,441.97	7,898
South Street Lot	\$13,433.93	1,134
Larkin Street Lot	\$11,264.95	50
Total	\$519,348.48	51,566

Table 1b. On-Street Parking, February 2016

Citations	1,568
Revenues	42,430

Transit Operations

February 2016 Ridership and Farebox Revenue

Total ridership in February 2016 was 33,889, down by 15.45% compared to February 2015 (Table 2). System-wide, this is the 14th consecutive month of reductions in ridership since the implementation of service reductions in November 2014. Revenue was also down, compared to February 2016 but not as much as ridership (Table 3). Compared to FY 2015, year-to-date (July 2015-February 2016) ridership and fare revenues were down by 28.14% and 26.35% respectively.

Table 2. February 2016 Unlinked Passenger Trips

Route	February 2016	February 2015	% Change
Red	4,634	4,889	-5.22%
Yellow	2,199	2,400	-8.38%
Green	5,353	6,975	-23.25%
Orange	1,488	1,736	-14.29%
Gold	2,090	2,439	-14.31%
Brown	5,065	6,173	-17.95%

Purple	2,803	2,252	24.47%
Circulator	1,878	3,654	-48.60%
State Shuttle	7,977	9,117	-12.50%
Paratransit	402	445	-9.66%
Total	33,889	40,080	-15.45%
Year-to-Date	305,364	424,968	-28.14%

Table 3. February 2016 Farebox Revenue

Route	February 2016	February 2015	% Change
Red	\$6,705	\$6,100	9.92%
Yellow	\$1,462	\$1,368	6.87%
Green	\$9,434	\$8,736	7.99%
Orange	\$2,042	\$2,279	-10.40%
Gold	\$2,381	\$2,761	-13.76%
Brown	\$8,519	\$7,434	14.60%
Purple	\$2,618	\$2,272	15.23%
Circulator	\$2,544	\$2,853	-10.83%
State Shuttle**	\$2,685	\$2,753	-2.47%
Paratransit	\$535	\$560	-4.46%
Total	\$38,925	\$37,116	4.87%
Year-to-Date	358,513	486,791	-26.35%

**Excludes fares from State employees

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period January 28, 2016 through February 24, 2016.

Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	16.75 hours	297.5 hours
Transit Vehicle Operations – Bus Operators only	155 hours	503 hours
Transit Supervision	37 hours	8 hours
Vehicle Maintenance	21.5 hours	56 hours